

PERSONNEL 3.0

Attendance and Leave -- 3.3

Absence Due to Inclement Weather -- 3.3.g

Issued: December 31, 1998

Revised: February 1, 2011

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive, flowing style.

By: Cathy R. Taylor DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

Inclement weather does not ordinarily warrant the closing of state offices. Employees who do not report to work during periods of inclement weather may use accumulated annual leave or compensatory time. Only the Governor and the County Mayor or Executive can supersede this policy. However, in certain circumstances, administrative leave with pay may be granted for personal recovery efforts.

APPLICABILITY

This policy applies to Central Office, Regional and Local Health Department personnel.

PURPOSE

To ensure that an adequate number of personnel are available at all times to provide necessary health department services.

PROCEDURE

Each employee should make a personal judgment pertaining to his or her safety in traveling to and from work. If an employee determines that traveling is unsafe, the employee should notify their supervisor using approved methods as soon as possible. Loss of work time for this reason is charged against the employee's accumulated annual leave and/or compensatory time. If the employee has no annual leave or compensatory

time, then the time absent is charged as excused leave without pay. Employees who report to work within one hour of their normally scheduled start time will not be required to take leave for that absence (For example, John Doe's normally scheduled work hours are 8:00 to 4:30, if he leaves home at the regular time and reports to work at 10:00, then he will have to take one hour of annual or compensatory leave). For any time over the allowed hour, employees should enter a leave request in Edison and indicate the type of leave requested. The one hour allowance does not apply to employees in a delayed opening situation.

In the event the **Governor** or his/her designee determines that conditions warrant the closing of some state offices, state employees affected by the closing will be granted discretionary leave with pay. Employees who are eligible for compensatory time and are required to work will be granted compensatory time for hours worked during the period of closing. Employees already on approved annual, compensatory or sick leave when offices close are not eligible for discretionary leave with pay. In the event of partial day closures, employees who do not report to work at all are not eligible for discretionary leave with pay.

In the event a **County Mayor or Executive** closes a county health department, employees who are based and/or scheduled to work in that county will be placed on discretionary leave with pay. Employees based in the closed county, but scheduled to work in another county which has not been closed, will be expected to report to work in their scheduled county (For example, Jane Doe is based in Sumner County, which has been closed by the County Mayor; however, Jane is scheduled to work in Robertson County, which has not been closed. Jane is expected to report to work in Robertson County or take annual or compensatory leave. If Sumner County is open and Robertson County is closed, then Jane is expected to report to work in Sumner County). Employees residing in a county closed by the County Mayor or Executive, but based in another county which has not been closed, will be expected to report to work in their base county. Employees who are eligible for compensatory time and are required to work will be granted compensatory time for hours worked during the period of closing. Employees already on approved annual, compensatory or sick leave when offices close are not eligible for discretionary leave with pay. In the event of partial day closures, employees who do not report to work at all are not eligible for discretionary leave with pay.

If a county health department is closed by order of the **County Mayor or Executive**, the County Health Director is responsible for verbally notifying the Regional Director immediately of this action. The Regional Director must immediately notify the Regional and Local Health Director of the Bureau of Health Services who will notify the Department of Health Commissioner. At the earliest possible opportunity, the County Health Director must obtain a signed memorandum from the County Mayor or Executive declaring that the health department was closed. The memorandum should address the period of time covered by the closing and the reason for the closing. The Regional Director should send the memorandum to the Human Resources Section of the Bureau of Health Services who will forward a copy to the Department's Office of Human

Resources. State employees affected by this closing will be granted discretionary leave with pay.

In the event that an employee incurs severe damage to their personal residence or property due to inclement weather that requires time away from the workplace for recovery efforts, the Department of Health Commissioner may grant discretionary leave with pay for a reasonable period of time. Employees must submit a memo to the Human Resources Section of the Bureau of Health Services, addressed to the Commissioner requesting approval for administrative leave with pay due to the damage they incurred. The memo should include the following information:

- Name
- Social Security Number
- Work Location
- Home Address
- Specific dates of discretionary leave requested, including detailed information regarding the occurrence and specific damage incurred.

REFERENCE DOCUMENTS

1. Rules of the Tennessee Department of Human Resources 1120-6-.09
2. Department of Human Resources Inclement Weather Policy dated August 16, 2010
3. Department of Human Resources Requests for Discretionary Leave With Pay Processing Procedure dated August 16, 2010

OFFICE OF PRIMARY RESPONSIBILITY

Assistant Commissioner, Bureau of Health Services, (615) 741-7305